




# FARMINGTON POLICE DEPARTMENT

## POLICY AND PROCEDURE

	<b>Policy Number:</b> 116-08	<b>Effective Date:</b> 11/11/2016	
	<b>Subject:</b> Code Compliance Officers		
	<b>Approved by:</b>  <b>Steven D. Hebbe, Chief of Police</b>		

### PURPOSE:

To provide general guidelines and procedures concerning the operational use of Code Compliance Officers within the Police Department.

### POLICY:

It is the policy of the Farmington Police Department to utilize Code Compliance Officers to perform a variety of routine, technical and administrative duties while enforcing a variety of municipal codes and ordinances designed to promote the health, safety and welfare of the citizens.

### PROCEDURE:

The primary duties and responsibilities of Code Compliance Officers are:

1. Performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations;
2. Responds to complaints of potential violations; conducts field investigations of potential violations; gathers evidence; questions or interrogates witnesses and suspects; compares facts to code requirements; makes findings; issues warning, correction notices, municipal citations or criminal complaints;
3. Meets with owners, tenants, contractors, developers, businesses, etc.... to review and explain code requirements and violations or potential violations; achieves compliance;
4. Drafts and distributes a variety of correspondence, memorandums, notices, flyers brochures, media releases and reports relating to code enforcement issues and actions;
5. Provides information to persons who request information or assistance in code enforcement related matters;
6. Maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations which relate to code compliance;

7. Coordinates efforts with sworn/certified police officers, Community Development, Building Inspection, City Clerk, Parks and Recreation and other City Departments, the prosecuting attorney for the City of Farmington and other staff or agencies as needed;
8. Works with sworn/certified police officers and prosecutors to obtain written or tape recorded statements, depositions or admissions as needed;
9. Prepares reports of activities and investigations; consults with prosecutors; prepares cases for court action; testifies as necessary;
10. Establishes and maintains effective working relationships with supervisors, peers, officials and members of the general public;

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **Required Training:**

Code Compliance Officers receive a combination of in-house and departmental training in the following areas:

1. Familiarization of City Ordinances;
2. Recognizing City Code violations;
3. Map reading (City, County and State Area Maps, Zoning Maps, Gas Well Locations, Subdivision Maps);
4. Dispute Intervention and Conflict Mediation;
5. Municipal Court;
6. Case preparation and presentation;
7. THE/Sun Guard computer applications;
8. Personal Safety;
9. Public Records Research;
10. Ethics;
11. Business License renewal research and compliance techniques;
12. Decibel meter;
13. Field investigations / evidence collection;
14. Wastewater deposits and discharge to natural outlets;

15. Dilapidated structures / condemned properties;

16. Dispatch / Radio communications.